



## Care and Share Food Bank for Southern Colorado

**Division/Department:** 30-Operations Department

**Location:** Colorado Springs

**Job title:** Over the Road Driver

**Reports to:** Transportation Manager

**Status:**  
Hourly

**Type of position:**

- Full-time  
 Part-time  
 Contractor  
 Intern

**Hours:** 40hrs/week

- Exempt  
 Nonexempt

**Position Summary:**

- Act as a customer service liaison between Care and Share and establish good donor relations
- Load or assist with loading and appropriately securing product, materials, or supplies inside delivery vehicle.
- Deliver and pickup orders to specified delivery sites in a timely manner. Possibility of an overnight route.
- Candidates must be available to work days, an occasional weekend, or holiday
- Maintains appropriate records as required by Care and Share, AIB, F.A.
- Able to lift 50 pounds
- Must abide to all Food safety GMP rules
- Follow all D.O.T. Regulations
- Understands and observes all safety procedures and practices
- Maintain hours of service logs and pre/post trip inspection procedures
- Get all invoices signed by agencies
- Return all signed paperwork to supervisor
- Communicate all truck issues/problems to supervisor ASAP.
- Teamwork: Supports Care and Shares work and activities. Encourages team unity through sharing information or expertise.
- Other duties as assigned.

**Minimum Requirements:**

- High School Diploma or equivalent
- Valid driver's license - Class A CDL license
- Ability to operate forklift and pallet jack safely
- Have a valid MVR at the time of interview
- Able to pass the DOT physical examination
- Ability to read and speak the English language

**Work experience requirements:**

- Prior delivery experience
- Minimum of 1 year CDL over the road experience

**Reviewed by:**

**Date:**

**Employee Signature:**

**Date:**

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.